



MO - Educator Collection - FRD

October
2025

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Version Control

Version	Date	Author(s)	Brief Description of Change
1.0	3/13/23	SR	SIS-168159 Create Educator and Educator School files
2.0	9/17/2025	Michele Johnson	Updated to new FRD format
2.1	9/18/2025	Michele Johnson	SIS-173344 - MO - Educator Core Extract - Update logic for staff State Exclude

Overview

Summary

New Educator Collection is not fully supported but will populate the fields available in the Campus SIS for both the **Educator Core** and **Educator School** file types to assist districts in state reporting.

The *October Educator Core* file along with the *October Educator School* file make up the *October Educator Collection*. Together these files collect educator salary, degree, FTE, and position information.

- Created by request for Tyler Districts transitioning to Campus:
 - Create the file templates for the Educator and Educator School files and fill them out with as much data we can with data held in the SIS.
 - District then **sends the form to their Finance/HR department to complete the remaining data elements that are not housed in the SIS**

State Requirements:

- The district and school where the educator provide instruction or services will report Educator Core records - if provided by a college or university, no records report in these files
- The October Educator Core file requires a single record for every educator in the district or charter and is used to report data items about each educator including: (1) personnel requiring a certificate; (2) aides/paraprofessionals, ancillary personnel, and parent educators funded by state or federal programs or used to meet classification standards; and (3) administrators involved with instructional programs. Data include Social Security Number, name, race, sex, highest degree, years of experience, extended contract duration, career ladder, regular term salary, extended contract salary, extra duty salary, minimum salary supplement, minimum salary days worked, late hire and early termination dates, and comments.
- The Educator Core and Educator School files are collected together as the Educator Collection. Records in the Educator Core and Educator School files also are linked to the records in the October Course Assignment and the Student Assignment files that are submitted. Every educator for whom there is an Educator School file and Course Assignment file must have a file in the Educator Core. For example, if the Student Assignment file has a record containing the course that a student is taking there must be (1) a matching record in the Course Assignment file, (2) a matching record of an educator teaching that course in the Educator School file, and (3) a matching record of an educator in the district Educator Core file. October Cycle –File Quick Notes Collection Name: October Educator Abbreviation: Educator Core (EDC)Availability Date: September 22Due Date: October 15File Pair: Educator School (EDS)Collection Version: 2023Oct1.0EdCore

The following table shows the key data used to link the Educator Core, Educator School, Course Assignment and Student Assignment files together.

Educator Submission			Assignment Submission		
Educator Core Key		Educator School Key		Course Assignment Key	Student Assignment Key
EDC Current School Year	=	EDS Current School Year	=	CRS Current School Year	= STA Current School Year
EDC Reporting District Code	=	EDS Reporting District Code	=	CRS Reporting District Code	= STA Reporting District Code
EDC EDSSN	=	EDS EDSSN	=	CRS EDSSN	= STA EDSSN
		EDS Reporting School Code	=	CRS Reporting School Code	= STA Reporting School Code
		EDS CTE Program Type	=	CRS CTE Program Type	= STA CTE Program Type
		EDS Position Code	=	CRS Position Code	= STA Position Code
				CRS Assignment Number	= STA Assignment Number
					STA State ID

○

○ **22-23 STATE Links:**

- **Main Page:** <https://dese.mo.gov/data-system-management/core-datamosis>
- **Manuals:** <https://dese.mo.gov/data-system-management/manuals>
- **File Layouts:** <https://dese.mo.gov/data-system-management/core-datamosis/file-layouts-2022-23>
- **Code Sets:** <https://dese.mo.gov/data-system-management/core-datamosis/code-sets-2022-23>
- **22-23 Core Data Manual:** <https://dese.mo.gov/media/pdf/core-data-and-mosis-manual>

Due Dates

Scope and Purpose

Privacy statement: Report displays personally identifying information - social security numbers (staff).

Functional Requirements

Reporting Population and Business Rules

- *Should the Campus-generated file be used as a starting shell for state submission, cross file validation occurs where the state expects at least one record to return in the Educator School file (assignment) for each staff reported in the Educator School file. The file in Campus reports one record per staff's District Employment without checking to see whether or not the staff has at least one District Assignment enabling districts the ability to debug their data entry in Campus. Should a staff have >1 DE active in the reporting school year, >1 record reports.*

Educator Core Functional Requirements	
#	Requirement
R1	Must report ONLY 1 record per staff that has at least one Active District Employment on/between 7/1 and 6/30 of the School Year selected in the Tool Bar
R1. BR2	<ul style="list-style-type: none"> • <i>If the Staff has >1 DE active in the reporting range report from most recent/last entered</i>
R2	The report can be run against a district's active year as well as any prior year.
R3	The report can be run in District Editions.
R4	The report will be generated in Tab Delimited (TAB) or Comma Separated (COMMA) formats as well as a human-readable format (HTML). The state accepts both TAB and COMMA files
R5	File name is NOT state defined:
R5. BR1	<i>Concatenate Collection Version (YYYYOct1.0EdCor) with date/time stamp of when the file was generated, appended with file format (ex: .csv)</i> <ul style="list-style-type: none"> ▪ <i>Where YYYY= end Year of the School Year generated</i>
R6	Should exclude the District Employment record if the exclude Box is checked (Yes) on the District Assignment record

Educator School Functional Requirements	
#	Requirement
R1	Report 1 record per staff's active District Assignment on/between 7/1 and 6/30 of the School Year selected in the Tool Bar to report
R3	The report can be run against a district's active year as well as any prior year.
R4	The report can be run in District Editions.
R5	The report will be generated in Tab Delimited (TAB) or Comma Separated (COMMA) formats as well as a human-readable format (HTML). The state accepts both TAB and COMMA files
R6	File name is NOT state defined:
R6. BR2	<p><i>Concatenate Collection Version (YYYYOct1.0EdSchool) with date/time stamp of when the file was generated, appended with file format (ex: .csv)</i></p> <ul style="list-style-type: none"> ◦ <i>Where YYYY= end Year of the School Year generated</i>
R7	<i>Should exclude the District Employment record if the exclude Box is checked (Yes) on the District Assignment record</i>

Report Data Elements

Educator Core:**Educator Core Header Example:**

```

CollectionVersion  CurrentSchoolYear  ReportingDistrictCode  EDSSN  EDLastName  EDFirstName
EDMiddleName      EDSuffix      EDDateOfBirth  EDGender  EDRaceEthnicity  EDEmail  EDExtConDur  EDExtConSal
EDRegTermSal      EDExtDutySal      EDMINSalSupplmt  EDCareerLadr  EDHighDegree  EDYrExpDist
EDYrExpMo  EDYrExpPublic  EDLateHireDate  EDEarlyTermDate
EDComments  EDFiscAgentCoDist  EDMINSalDaysWrkd  BaselineSalaryGrant

```

#	Data Element	Business Requirement/Business rules	Data Source/ Database Location		Format	Length
005	CollectionVersion	Report as 2023Oct1.0EdCor all records			<i>hard coded, Text</i>	<i>Length=50</i>
010	CurrentSchoolYear	Based on the School Year selected for report generation, return end year. <i>The ending year of the current school year. For example, use '2023' for the 2022-23school year</i>	System Admin> Calendar> School Years> School Year Editor> School Year Detail> End Year		YYYY Text	Length=4

025	ReportingDistrictCode	Returns State District Number	System Admin > Resources > District Info > State District Number		Text	Length=6
050	EDSSN	Report Social Security Number ZERO-Fill if blank/null	Census > Person > Demographics > Person Information > Soc Sec Number		'999999999' Text	Length=9
060	EDLastName	Report Legal Last Name, If null/blank - report Last Name	Legal Last Name on the Identities > Protected Identity Information area for reporting Census > People > Demographics > Last Name		Text	Length=60

065	EDFirstName	ONLY if Legal Last Name value reports in field 5, Report Legal First Name else report First Name	Legal First Name on the Identities > Protected Identity Information area for reporting Census > People > Demographics > First Name		.Text	Length=60
070	EDMiddleName	Only if Legal Last Name value reports in field 5, Report first 10 digits of the student's Legal Middle Name else report the first 10 digits of Middle Name If both do not contain a value - leave blank/null	Legal Middle Name on the Identities > Protected Identity Information area for reporting Census > People > Demographics > Middle Name		Text	Length=10

075	EDSuffix	<p>Only if Legal Last Name value reports in field 5, Report Legal Suffix</p> <p>else report Suffix</p> <p>If both do not contain a value - leave blank/null</p>	<p>Legal Suffix on the Identities > Protected Identity Information area for reporting</p> <p>Census > People > Demographics > Suffix</p>		Text	Length=10
080	EDDateOfBirth	Report Date of Birth	Census > People > Demographics > Birth Date		Text	Length=10
100	EDGender	<p>Report Gender</p> <ul style="list-style-type: none"> • Current Values available in Campus: M: Male F: Female • State Valid Values: <i>M Male, F Female, O Non-Binary /Other, N No Gender Reported</i> 	Census > People > Demographics > Gender		Text	Length=1

105	EDRaceEthnicity	<p>Report Race/Ethnicity</p> <ul style="list-style-type: none"> • Logic: <ul style="list-style-type: none"> ○ If educator is Hispanic = Y: Yes, then State Race Ethnicity = H ○ If educator is Asian = Y: Yes, then State Race Ethnicity = A ○ If educator is Native Hawaiian or Other Pacific Islander = Y: Yes, then State Race Ethnicity = P ○ If educator is American Indian or Alaskan Native = Y: Yes, then State Race Ethnicity = I ○ If educator is Black or African American = Y: Yes, then State Race Ethnicity = B ○ If educator is White = Y: Yes, then State Race Ethnicity = W ○ If educator is Multiracial = Y: Yes, then State Race Ethnicity = M <p>State Valid Values: <i>A Asian, B Black, H Hispanic, I Indian, W White, P Hawaiian or Pacific Islander, M Multi-Race</i></p>	Census > People > Demographics > Person Information > Race Ethnicity		Text	Length=1
110	EDEmail	Report Educator Email Address	Census > People > Demographics > Personal Contact Information > Email		Text	Length=70
120	EDExtConDur	<p>Leave NULL/Blank all records</p> <p><i>Number of extra days an educator has contracted to perform services for district beyond regular contract duration reported on District Data (Screen 02), if applicable. (Employees with 12-month contracts may show 260 days minus the regular contract duration.)</i></p>				Length=3

130	EDExtConSal	<p>Leave NULL/Blank all records</p> <p><i>Extra salary that teacher, counselor, librarian, or any position except administrator (Position Codes 10 and 20) receives for working more than a nine-month term.</i></p>			Length=6	Length=6
140	EDRegTermSal	<p>Leave NULL/Blank all records</p> <p><i>Educator's regular term salary (excluding minimum salary supplement, baseline salary grant, and career ladder supplement); based upon the FTE of an approximate nine-month teaching contract except for administrators (Position Codes 10 and 20). Administrators' salaries should include all compensation (e.g., base salary, tax sheltered annuities, vehicle allowance, etc.). The salary should correspond with the FTE. (If an educator is employed full-time for a portion of the year, such as seven months, report the salary on the nine-month basis.) Board-paid insurance and other fringe benefits are not included. If a position is filled temporarily by a substitute (Position Code 60), show the full salary normally paid for that position –paid insurance and other fringe benefits are not included</i></p>			Length=6	Length=6
150	EDExtDutySal	<p>Leave NULL/Blank all records</p> <p><i>Salary for all activities that generate additional pay beyond the regular term salary except for extended contract salary and the career ladder and minimum salary supplements. (Include salary for time outside the regular school day.) If a teacher receives additional pay above the salary schedule through an Incentive Grant project, the extra pay is reported as Extra Duty Salary. If a teacher's entire salary is paid from an Incentive Grant, this pay is reported as "Regular Term Salary," except for after-school assignments that are reported as Extra Duty Salary</i></p>			Length=6	Length=6

160	EDMinSalSupplmt	Leave NULL/Blank all records <i>Annualized state-paid supplemental salary received by a teacher, counselor, or librarian to bring the salary up to the state minimum salary level</i>			Length=6	Length=6
170	EDCareerLadr	Leave NULL/Blank all records <i>Career ladder stages (1, 2, or 3) of participating educators. Enter 1 for Stage I; enter 2 for Stage II; enter 3 for Stage III (Per MO DOE research: Career Ladder is a funding /appropriation program for Educator Advancement)</i>			Length=1	Length=1

180	EDHighDegree	<p>Report code selected from Census > People > District Employment > Education (*This is an unlocked dictionary in Campus)</p> <p>Highest Degree of Educator - <i>Expected Valid Values:</i></p> <p><i>60HR Educator obtained a degree for 60 college hours.</i> <i>ASOC Two-Year associates degree or certificate program.</i> <i>BACC Baccalaureate Degree</i> <i>CVOT Certificated career ed teacher (no degree - career ed teachers Only)</i> <i>DOCT Doctorate</i> <i>EXPR Five Years Experience (Parent Educators Only)</i> <i>HREX 60 College Hours and Two Years Experience (Parent Educators Only)</i> <i>LPN Licensed Practical Nurse</i> <i>MAST Master's Degree</i> <i>PARA Paraprofessional that has passed Praxis exam.</i> <i>RN Registered Nurse</i> <i>SPEC Educational Specialist Degree</i> <i>HSV HS diploma and HS vocational certificate in early childhood</i> <i>CDA Child development associate that has passed the paraprox exam.</i> <i>PCD One-year certificate of proficiency in child development or child care.</i> <i>NONE None of the choices listed.</i> <i>20HR Completed minimum 20 hours of DESE Substitute Teacher Training</i></p>	<p>Census > People > District Employment > Education</p> <p>employment. educationLevel</p>			Length=4
190	EDYrExpDist	<p>Leave blank/Null all records</p> <p><i>Total number of years' experience of educator in current district including the current year. To be counted as one year, the contract must be for at least one half of the week and at least one half of the school year</i></p>				Length=2

195	EDYrExpMo	<p>Leave blank/Null all records</p> <p><i>Total number of years' experience of educator in Missouri public school systems including the current year. To be counted as one year, the contract must be for at least one half of the week and at least one half of the school year.</i></p>				Length=2
200	EDYrExpPublic	<p>Leave blank/Null all records</p> <p><i>Total number of years' experience of educator in all public school systems including the current year</i></p>				Length=2
210	EDLateHireDate	<ul style="list-style-type: none"> Find the earliest first instructional date of all calendars active in the School Year not marked state exclude. <ul style="list-style-type: none"> If the staff's District Employment >Start Date is AFTER that derived date: <ul style="list-style-type: none"> Report only the Month/Date value of the Start Date value Else leave blank/null <p><i>Date (month/day) educator was hired if later than start of regular school term else null</i></p>	<p>Derived</p> <p>District Employment >Start Date</p> <p>Calendar > Days > Instruction</p>	employment.startDate	MM/DD	Length=6
220	EDEarlyTermDate	<ul style="list-style-type: none"> Look to see if staff's District Employment >END Date is BEFORE (the last instructional date of all calendars not marked state exclude & active in the School Year) <ul style="list-style-type: none"> If yes, report only the Month/Date value of the End Date value Else leave blank/null <p><i>Date (month/day) educator terminated services if earlier than end of regular school term else null.</i></p>	<p>Derived</p> <p>District Employment >End Date</p> <p>Calendar > Days > Instruction</p>	employment.endDate	MM/DD	Length=6

230	EDComments	<p>Leave blank/Null all records</p> <p>Free-form notes used to indicate (1) job titles for Course 887900, (2) course titles for "Other" (xxxx99) courses, (3) supplemental assignment for Course 880000, (4) teachers assisted by an aide, (5) aides assisting a teacher or (6) other nonstandard information.</p>				Length=70
240	EDFiscAgentCoDist	<p>Leave blank/Null all records</p> <p>County-district code number of the fiscal agent. (Fiscal agent is the district that provides the salary.) The code number 999-999 may be used to represent an agency other than a public school with the name of the agency entered in the "Comments" area</p>				Length=6
250	EDMinSalDaysWrkd	<p>Leave blank/Null all records</p> <p>Total number of contract days worked during the regular term by an educator receiving a minimum salary supplement</p>				Length=3
260	BaselineSalaryGrant	<p>Leave blank/Null all records</p> <p>Total salary amount provided by the Teacher Baseline Salary Grant Program (report state [70%]and local [30%] share combined).</p>				Length=6

Educator School:**Educator School Header Example:**

CollectionVersion	CurrentSchoolYear	ReportingDistrictCode	ReportingSchoolCode
EDSSN	LastName	FirstName	PosCode
Salary	CTEMonth	LateStartDate	EarlyEndDate
		CourseComm	BaselineSalaryGrant

#	Data Element	Business Requirement/Business rules	Data Source/ Database Location	Format	Length
005	CollectionVersion	Report as 2023Oct1.0EdSchool all records	<i>hard coded</i>	Text	Length=50
010	CurrentSchoolYear	<i>The ending year of the current school year. For example, use '2023' for the 2022-23school year</i>		YYYY	Length=4
025	ReportingDistrictCode	Report State District Number <i>DESE-assigned six-digit county-district code for the district reporting</i>	System Admin > Resources > District Info > State District Number	Text	Length=6
030	ReportingSchoolCode	Report State School Number <i>DESE-assigned four-digit school code where the educator is being reported from</i>	System Admin > Resources > School > School Editor > School Detail > State School Number	Text	Length=4
050	EDSSN	Report Social Security Number • ZERO-Fill if blank/null	Census > Demographics > Person Information > Soc Sec Number	'999999999' Text	Length=9
060	LastName	Report first 50 char of the student's Legal Last Name If Legal Last Name is Null, report first 60 char of student's Last Name	Census > Identities > Protected Identity Information > Legal Last Name else Last Name	Text	Length=60

065	FirstName	<p>If Identities > Legal Last Name is NOT null, Report first 60 char of student's Legal First Name.</p> <p>Else report fist 60 char of student's First Name</p>	<p>Census > Identities > Protected Identity Information > Legal First Name</p> <p>else First Name</p>	Text	Length=60
070	PosCode	<p>Report the staff's Assignment code of record. <i>This is an unlocked dictionary in Campus</i></p> <p><i>Position code of educator's assignment - expected values:</i></p> <ul style="list-style-type: none"> • 10 Central Office Administration (Incl. Career Ed Admins) • 20 Building Principals • 30 Supervisors • 40 Media Personnel • 50 Guidance Personnel/Placement Specialists • 60 Teachers • 70 Other Pupil Services Personnel • 80 Aides • 90 Ancillary Personnel 	<p>Census > District Employment > Employment Information > Assignment Code</p> <p>employmentAssignment.assignmentCode</p>	Text	Length=2

080	CTEProgType	<p>Leave as Null all records</p> <p><i>Program type code of CTE approved program else null.</i></p> <p><i>Valid Values:</i></p> <ul style="list-style-type: none"> • 0104 Agricultural Ed. (AGR) • 0204 Business Ed. (BOE) • 0304 Cooperative Ed. (COE) • 0404 Marketing Ed. (MDE) • 0504 Health Sciences (HEA) • 0604 Family (Consumer) (FCS) • 0704 Family Consumer (Occupational) (OFCS) • 0804 Trade and Industrial Ed. (VIE) • 0904 Guidance Services (GUI) • 1004 Project Lead the Way (PLTW) • 1104 Ancillary Services (ANC) • 1204 Career Ed. Area Career Center (AD) • 2204 Career Ed. Special Needs (DIS/SN) • 2404 Career Ed. Preparation (VP/SN) 		Text	Length=4
090	FTE	<p>Report FTE Percent from the Staff's District Assignment of record</p> <p><i>Full-time equivalency--the percent of time educator works in associated attendance center reported as a decimal</i></p>	Census > District Assignment > FTE	Text	Length=4
100	Salary	<p>Leave as Null all records</p> <p>Salary educator receives for the associated position and attendance center including only regular term salary and extended contract salary</p>			Length=6

110	CTEMonth	<p>Leave as Null all records</p> <p><i>Total number of months educator is contracted for a CTE program else null</i></p>			Length=6
120	LateStartDate	<p>Look to see if staff's District Assignment >Start Date is AFTER (the first instructional date of all calendars present in the School) of the reporting range start year - If yes, report Start Date value, else leave blank/null</p> <p><i>Date position is added after beginning of school year or filled for first time after beginning of school year or an individual replaces original educator after beginning of school year else null</i></p>	Census > District Assignment > Start Date	<p>MM/DD /YYYY</p> <p>Text</p>	Length=10
130	EarlyEndDate	<p>Look to see if staff's District Assignment >END Date is BEFORE (the last instructional date of all calendars present in the School) of the reporting range start year - If yes, report End Date value, else leave blank/null</p> <p><i>Date position is eliminated prior to end of school year or individual is transferred out of position prior to end of school year (leaving position vacant) or individual is replaced in position with another individual prior to end of school year else null</i></p>	Census > District Assignment > End Date	<p>MM/DD /YYYY</p> <p>Text</p>	Length=10
140	CourseComm	<p>Leave as Null all records</p> <p><i>Free-form notes such as teachers assisted by an aide or aides assisting a teacher</i></p>			Length=70
150	BaselineSalaryGrant	<p>Leave as Null all records</p> <p><i>Salary amount provided by the Teacher Baseline Salary Grant Program(report state [70%] and local [30%]share combined).</i></p>			Length=6

Report Design/layout

Calculations or Logic

#		
1	Identify the Report Data Elements that use this calculation.	Type calculation or logic requirements here.
2		
3		
4		
5		

Appendix A - Data Setup